

The City of Dothan Employee Disciplinary Action Report Form

Authority: Regulation III - DISCIPLINARY POLICY

SECTION III - EMPLOYEE INFORMATION

Employee Name: Lavera McClain Hire Date: 5/8/1988 Department: Police

Jail Security Sergeant

Mamie Saffold, Jail Warden

SECTION IV - OFFENSE AND TYPE OF ACTION

Number of Violations: 1

ISI MINOR CATEGORY
Violation of Rule: Section 3-41. 12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

D MAJOR CATEGORY
Violation of Rule: Section 3-42. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

D INTOLERABLE CATEGORY
Violation of Rule: Section 3-43. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Check (V) Type of Disciplinary Action For This Offense: FORMAL COUNSELING

D WRITTEN WARNING D FINAL WRITTEN WARNING

SECTION V - DETAILS OF THIS DISCIPLINARY ACTION REPORT

In the space below or on additional sheets provide detailed details of the offense.

Employee: Include details of recommendations for corrective action and consequences of future violations.

J.S.S. McClain is in violation of personnel rule 3-41(7). Failure to comply with standard procedures, making recurring errors. On December 19, 2000 J.S.S. McClain booked Phelan Reavers on P.O.M. 2nd and an active alias warrant was listed in the computer. J.S.S. McClain failed to book Reavers on this warrant. December 19, 2000, J.S.S. McClain booked Tracy Chandler for theft of property 3rd. An alias warrant was showing active in the computer. J.S.S. McClain did not book Tracy Chandler on this warrant. December 21, 2000, J.S.S. McClain released Jimmy Fields from jail but did not take him out in the computer. December 21, 2000, J.S.S. McClain did not recommit Timothy Marsh on his second charge after he had served time on his first charge. I have counseled J.S.S. McClain on errors on paperwork and computer entries. In the minor category, this is a first offense which warrants a formal counseling. J.S.S. McClain must be more careful in checking paperwork and computer entries. Future violations of this offense will result in more serious action taken.

Supervisor Sig

Date Signed 1-5-

Date signed

01

Head Signature: ^

I acknowledge I was counseled or warned in reference to the rule violation(s) cited above. I understand my signature on this form acknowledges the Counseling or warning took place for the reasons given. I understand my signature does not mean I agree or disagree with the statements documented on this form. I also understand I may provide a written explanation of the offense for which the counseling or warning report has been issued and attach this written statement to this form. I understand this Personnel Form #147 and any attachments will be forwarded to the Personnel Department and become a part of my permanent employment record.

EMPLOYEE SIGNATURE:

a A/

Date Signed: _

Distribution: ORIGINAL to Personnel Department

18 COPY to Employee

« COPY to Department Head